

Chapter 7
LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO)
PROGRAMS

1. Purpose. This chapter has been revised to incorporate current policy and should be reviewed in its entirety.

2. Summary of Changes

a. Applicants applying must be of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$300.00 or less) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

b. The Manual of the Medical Department, Chapter 15, defines the physically qualifications for appointment. Also, applicants must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 at the time of application and appointment.

c. Personnel accepted to the LDO program attend leadership training via the LDO Officer Indoctrination School. Therefore Leadership Training Continuum is not required for E-6 taking the E-7 exam for the express purpose of applying for LDO.

d. Be a Chief Petty Officer (E-7 through E-9), including E-6 personnel, when notification has been received by the commanding officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants. An E-6 selection board eligible for E-7 may apply for LDO.

e. Active duty personnel must have completed at least 8, but not more than 16 years of active naval service. Selected Reservists must have at least 8, but not more than 16, years of Total Qualifying Federal Service.

f. Active duty and inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03.

Enclosure (1)

Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

g. Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of LDO/CWO program normally released in March for active duty and June for inactive duty.

h. Only those applicants who are technical specialists with extensive knowledge and skills in the field of diving and have earned First Class (NEC 5342) or Saturation (NEC 5311) may apply for Diving Warrant Officer designator 720X. Applicants must desire to remain in diving-related billets. Selectees will be detailed to surface and submarine-related diving billets.

i. For the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for permanent appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. I understand that if I decline to accept such permanent appointment, I will remain on active duty in my permanent warrant officer grade."

j. For active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under Section 5589 of 10 U.S.C., and if I decline to accept such permanent appointment as an LDO, my temporary appointment will be terminated under Section 5596 of 10 U.S.C., and I will be reverted to my permanent enlisted grade."

k. For active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for appointment under the Active Duty CWO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment."

1. For Advancement in Rating, enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-801G or PERS-91C) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 723 of the Manual of Advancement (BUPERSINST 1430.16).

m. Updated address information should be sent to:

ACTIVE DUTY Commander
Navy Personnel Command (PERS-801G)
5720 Integrity Drive
Millington, TN 38055-8010
(901) 874-3170/DSN 882
Email: p801G@persnet.navy.mil

INACTIVE DUTY Commander
Navy Personnel Command (PERS-91C)
5720 Integrity Drive
Millington, TN 38055 -9200
(901) 874-4515/DSN 882
Email: p91C@persnet.navy.mil

3. Definitions

a. Active duty - members of the U.S. Navy and Naval Reserve on continuous active duty, including Training and Administration of the Reserve (TAR) and General Recall personnel.

b. Inactive duty - members of the U.S. Naval Reserve Ready Reserve assigned to a drilling unit (pay or non-pay), including members on ADT, AT, ADSW, OYR, PSRC, and CANREC.

4. Program Information

a. The Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) programs provide commissioning opportunities to qualified senior enlisted personnel (and Chief Warrant Officers). Chief Petty Officers (E-7 through E-9), E-6 personnel who are selection board eligible for E-7, and Chief Warrant Officers (applying for LTJG) may qualify for these programs. The LDO and CWO Programs are open to both active duty and Selected Reserve (SELRES)

Enclosure (1)

personnel. Qualified personnel may apply for both LDO and CWO simultaneously. A baccalaureate degree is not required, however, it is encouraged. Leadership ability, military qualifications, and technical expertise remain the key factors leading to selection.

(1) Active duty personnel apply under the Active Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-801G) via their commanding officer.

(2) Inactive duty personnel apply under the Inactive Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-91C) via their unit Commanding officer.

b. LDOs are technically oriented officers who perform duties limited to specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field at a level beyond what is normally expected of a Master Chief Petty Officer.

5. Applicability. The LDO/CWO programs apply to CWO and senior enlisted personnel in the following categories:

a. Active duty enlisted personnel may seek appointment to commissioned officer status via the Active Duty LDO/CWO Program. TAR personnel and Naval Reservists on General Recall who are selected under the Active Duty LDO/CWO Programs will receive appointments in the U.S. Navy. These personnel will be honorably discharged from their enlistment in the Naval Reserve and concurrently reenlist in the Regular Navy before being appointed as a temporary LDO.

b. Active duty CWOs may also seek appointment to LDO via the Active Duty LDO program.

c. Fleet Reserve personnel on active duty must reenlist in the Regular Navy to become eligible to apply for the Active Duty CWO program. Authority to reenlist Fleet Reserve personnel on active duty must be requested from Commander, Navy Personnel Command (PERS-812).

d. Students enrolled in other officer accession programs are not eligible to apply for appointment under the LDO/CWO programs. If applying for the LDO or CWO program and after the application is submitted the service member is selected for other officer accession program, the individual must inform Commander, Navy Personnel Command (PERS-801G or PERS-91C) in writing. If selected for a commission under the LDO or CWO programs, individuals will not be eligible to apply for other commissioning

programs unless a formal declination has been filed with Commander, Navy Personnel Command (PERS-801G or PERS-91C, as appropriate).

e. Selected Reservists on Active Duty for Special Work (ADSW), One Year Recall (OYR), Presidential Selected Reserve Call-up (PSRC), or Canvasser Recruiter (CANREC) duty, may seek appointment to LDO or CWO via the Inactive Duty LDO or CWO programs. If selected, they will have their active duty status terminated and will receive permanent appointments in the Naval Reserve.

(1) Selected Reservists selected for an Inactive Duty LDO or CWO appointment assigned to Presidential Selected Reserve Call-up (PSRC) must have gaining command or theater commander re-validation of their assignments based on the newly commissioned grade. If this validation is approved, they will remain on active duty. If assignment in their newly commissioned status cannot be validated, their active duty status will be terminated.

(2) Naval Reserve Canvasser Recruiters appointed to LDO or CWO via the Inactive Duty LDO/CWO Programs will have their active duty status terminated and receive permanent appointments in the Naval Reserve.

6. Eligibility Requirements common to both Active Duty and Inactive Duty LDO and CWO Programs

a. Service requirement:

(1) Active duty applicants must be serving on active duty at the time application is made, and if selected they must remain on active duty until the appointment is tendered.

(2) Inactive duty applicants must have been serving in a drilling unit (pay or non-pay) of the Ready Reserve for at least 1 year at the time application is made, and if selected, they must remain in a drill status until the appointment is tendered. Members who were serving under Regular Navy or TAR enlistment, and who enlist in the Ready Reserve with assignment to a drilling unit (pay or non-pay) within 90 days following release from active duty do not need to complete the prescribed 1 year time period in a drilling unit.

b. U.S. citizenship is required and cannot be waived.

c. Must be of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors

Enclosure (1)

2 May 2003

(except minor traffic violations (\$300.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

d. Must be a high school graduate or possess an equivalency certificate.

e. Must be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, Chapter 15.

f. Must meet physical fitness standards of satisfactory-medium or higher per OPNAVINST 6110.1 at the time of application and appointment.

g. Must not exceed High Year Tenure (HYT) requirements outlined in reference (b).

h. Personnel in LIMDU/HUMS (Active Duty) or Not Physically Qualified/Temporarily Not Physically Qualified (NPQ/TNPQ) Status (Inactive Duty).

(1) Active duty personnel serving in Humanitarian/Hardship (HUMS) or Limited Duty (LIMDU) assignments will not be permitted to accept their commission until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the commanding officer will hold the appointment in abeyance and notify PERS-801G by message or official correspondence of the circumstances. If the HUMS or LIMDU situation is not resolved within 60 days of commissioning date, the commanding officer will request further instructions from PERS-801G.

(2) Inactive duty personnel serving in Not Physically Qualified (NPQ) or Temporarily Not Physically Qualified (TNPQ) status will not be permitted to accept their commission until their status is completely resolved. In the event an individual is assigned to NPQ or TNPQ status on the effective date of commissioning, the unit commanding officer will hold the appointment in abeyance and notify PERS-91C by message or official correspondence of the circumstances. If the NPQ or TNPQ status is not resolved within 60 days of commissioning date, the unit commanding officer will request further instructions from PERS-91C.

i. Service with the Army, Air Force, Marine Corps, and/or Coast Guard may be credited to meet the minimal service requirement when it can be clearly documented, by the applicant,

that service in another branch provided the requisite training, knowledge, and expertise that directly relates to and parallels the needs and requirements of the naval service. If applicable, comments regarding experience gained in another branch of service, to include relation of the experience with the Navy's needs and requirements, should be included in the applicant's personal statement of the Officer Programs Application. The commanding officer will attest to such qualifications in his/her endorsing statement.

j. Favorably recommended by their commanding officer.
(Inactive duty applicants must be favorably recommended by their unit commanding officer).

k. Must meet color perception requirements. Defective color perception is disqualifying for appointment in the following designators:

<u>LDO</u>	<u>CWO</u>
611x; 612x; 615x; 616x;	711x; 712x; 715x; 716x;
619x; 621x; 626x; 629x;	717x; 719x; 721x; 726x;
636x; 639x; 640x; 647x;	736x; 740x; 748x
648x	

7. Enlisted eligibility requirements for the active duty and inactive duty LDO Program. In addition to the eligibility requirements listed in paragraph 5, LDO applicants must also meet the following requirements:

a. Be serving as a Petty Officer First Class (E-6) or Chief Petty Officer (E-7 through E-9). An E-6 must have served in that capacity for at least 1 year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate (TIR) date for an E-6. If broken service is involved, a PO1 must have served a total of at least 1 year as an E-6 as of 1 October of the year application is made.

b. E-6 applicants must complete all eligibility requirements for E-7 (except TIR and LTC) and must successfully compete in the annual Navy-wide examination for advancement to Chief Petty Officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E-7 selection board eligibility. Personnel accepted to the LDO program attend leadership training via the LDO/CWO Officer Indoctrination School. Therefore Leadership Training Continuum is not required for E-6 taking the E-7 exam for the express purpose of applying for LDO. E-6 applicants must forward a copy of their most current examination profile sheet with their application. An E-6 is exempt from the requirements of this subparagraph when notification has been received by the commanding officer that the individual is a

selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized.

c. Active duty Time-in-Service (TIS) and inactive duty Total Qualifying Federal Service (TQFS) requirements:

(1) Active duty personnel must have completed at least 8, but not more than 16 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 8, but not more than 16 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Both active duty and inactive duty Chief Petty Officers and Senior Chief Petty Officers with not more than 16 years of active duty or total qualifying federal service respectively may apply for both the LDO and CWO programs in the same application, but only one designator for each program may be requested.

d. CWO eligibility for the Active Duty and Inactive Duty (LTJG) LDO Program.

(1) Be serving as a Chief Warrant Officer.

(2) If applying for LDO (LTJG), CWOs must have completed at least 3 years of active duty as a CWO and no more than 19 years of total active service immediately preceding 1 October of the year application is made. Such service shall be computed from initial date of rank as a CWO and active duty base date. Applicants are ineligible to apply if they are in a one-time failure to select (1x FOS) status as a CWO as of the convening date of the boards.

8. Enlisted Eligibility Requirements for the Active Duty and Inactive Duty CWO Program. In addition to the eligibility requirements listed in paragraph 5, CWO applicants must also meet the following requirements:

a. Be a Chief Petty Officer (E-7 through E-9), including E-6 personnel, when notification has been received by the commanding

officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants.

b. Active Time in Service and inactive duty total qualifying Federal Service requirements:

(1) Active duty personnel must have completed at least 12, but not more than 24 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 12, but not more than 24 years of total qualifying Federal service as of 1 October of the year application is made. Total qualifying Federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Active duty and inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed to CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

9. Application Submission Procedures and Deadlines. Application Procedures.

a. Active and inactive duty

(1) Applicants must fill out the Officer Programs Application form and submit it via their chain of command. SEE APPENDIX F FOR MORE DETAIL ON APPLICATION.

Commander, Navy Personnel Command must receive applications as follows:

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of

Enclosure (1)

LDO/CWO program normally released in March for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-91C) postmarked not later than 1 December of the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via applicant's commanding officer) and be received no later than 1 April (the year the board is held).

(2) Selection board convening dates

(a) The active duty selection board will convene at Navy Personnel Command annually to consider applicants for the active duty LDO/CWO programs.

(b) The inactive duty selection board will convene at Navy Personnel Command annually to consider applicants for the inactive duty LDO/CWO programs.

b. LDO/CWO designators and categories. LDO and CWO designators are designed to provide positive identification of surface, submarine, and aviation warfare, general series, and staff corps associated personnel, and to identify a broad occupational field or technical area. The following describes the different classifications within designators and their associated warfare, general series, or staff corps fields:

(1) LDOs (61XX) or CWOs (71XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **surface warfare**.

(2) LDOs (62XX) or CWOs (72XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **submarine warfare**.

(3) LDOs (63XX) or CWOs (73XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **aviation warfare**.

(4) LDOs (64XX) or CWOs (74XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of **all other elements of naval warfare**.

(5) LDOs (65XX) or CWOs (75XX) are officers designated for duty within the respective **staff corps** of the Navy indicated by their specialty.

c. Designator Application.

(1) Surface and submarine warfare communities require LDOs and CWOs with the same or similar occupational qualifications. Candidates need not possess a particular warfare qualification to apply for an LDO/CWO designator in that particular community. Obviously, not every enlisted rating is competitively qualified for designations within different warfare communities, and application should not be made for an inappropriate category, e.g., a Gunners Mate Guns (GMG) should not normally apply for 726X, Ordnance Technician (submarine), but rather should apply for 716X, Ordnance Technician (surface).

(2) Eligible candidates may apply for up to two designators which may be in different occupational fields e.g., Ordnance Technician (716X) and Electronics Technician (718X); the same occupational field, but different warfare communities e.g., Ordnance Technician (Surface 716X) and Ordnance Technician (Submarine 726X); or a combination of the two e.g., Ordnance Technician (Submarine 726X) and Electronics Technician (Surface 718X). A candidate may not apply for dual designators as a first and second choice e.g., first choice 718X/728X, second choice, 716X/726X. Applications submitted with dual designators will be returned for the candidate to resubmit in compliance with the above designator restrictions. If a candidate feels qualified to compete in only one designator, only that designator should be requested. Eligible candidates requesting consideration for both LDO and CWO may apply for only one designator under each program. Candidates may apply for any designator they are qualified to perform.

(3) CWOs in the Nuclear Occupational Field and nuclear-trained enlisted personnel may apply only for LDO or CWO in the nuclear field 640X or 740X.

(4) LDO Administration (641X) and CWO Ship's Clerk (741X) selectees who are enlisted submarine-qualified will be detailed primarily to billets (coded SV1) in direct support of submarine warfare.

(5) Only applicants for CWO who are technical specialists with extensive knowledge and skills in the field of diving and have earned First Class (NEC 5342) or Saturation (NEC 5311) may apply for Diving Warrant Officer designator 720X. Applicants must desire to remain in diving-related billets and will be detailed to surface and submarine-related diving billets.

(6) If selected for LDO or CWO, any request for change of designator (or reversion to enlisted status for officers with

Enclosure (1)

temporary status) will not normally be approved until the initial obligation of 4 years as an LDO or CWO has been served.

(7) Selected Reservists are often uniquely qualified by education and/or civilian occupation to apply for designators outside the normal career path of their current rating. Selected Reservists who are in this category are encouraged to apply for designator(s) that closely align with either their civilian and/or military occupational specialty(ies).

10. Active Duty LDO Appointment and Service Obligation.

Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. CWOs selected for LDO will be appointed in the permanent grade of LTJG (02E) in the U.S. Navy.

NOTE: For the active duty CWO applying for appointment to LDO, the following statement shall be included as the first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for permanent appointment under the Active Duty LDO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment. I understand that if I decline to accept such permanent appointment, I will remain on active duty in my permanent warrant officer grade."

b. Enlisted personnel selected for LDO will be appointed in the temporary grade of ENS (01E) in the U.S. Navy. TAR and Naval Reservists on active duty must reenlist USN prior to accepting appointment.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (N131)/PERS-801G. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Each selectee must agree to remain on active duty as an LDO for a period of 4 years from the date of acceptance of appointment and may be required to transfer from current duty location.

NOTE: For active duty enlisted applying for appointment to LDO, the following statement shall be included as first paragraph in the Applicant's Personal Statement:

"I, (NAME)_____, if selected for appointment under the Active Duty LDO Program, do agree to remain on active duty for a period

of 4 years subsequent to acceptance of such appointment. Following my acceptance of such temporary appointment as an LDO, I understand that if and when I am promoted to the grade of lieutenant as an LDO, I may be offered a permanent appointment as an LDO under Section 5589 of 10 U.S.C., and if I decline to accept such permanent appointment as an LDO, my temporary appointment will be terminated under Section 5596 of 10 U.S.C., and I will be reverted to my permanent enlisted grade."

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

11. Active Duty CWO Appointment and Service Obligation.

Selectees will be appointed as CWO only if they continue to meet all eligibility standards as specified previously. Appointments to CWO will be made in the grades as indicated below:

a. The appointment of each selectee will be to the permanent grade of CW02, except those active duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

TARs and Naval Reservists on active duty must reenlist USN prior to accepting the appointment. Appointees will be honorably discharged from their enlisted status for convenience of the government to accept a permanent appointment to officer grade.

b. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (M&P) (N131)/PERS-801G. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

c. Each selectee must agree to remain on active duty for a period of 4 years from the date of acceptance of appointment and may be required to transfer from current duty location.

NOTE: For active duty enlisted applying for appointment to CWO, the following statement shall be included as first paragraph in Applicant's Personal Statement:

"I, (NAME) _____, if selected for appointment under the Active Duty CWO Program, do agree to remain on active duty for a period of 4 years subsequent to acceptance of such appointment."

d. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

12. Inactive Duty LDO/CWO Appointment and Service Obligation. Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. Canvasser Recruiters and members on active duty (ADSW or 1 year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

b. Naval Reservists who are assigned to Presidential Selected Reserve Call-up (PSRC) or 1-year to 3-year Recall (mobilization) on ADSW orders may seek appointment to LDO/CWO via the Inactive Duty LDO/CWO Program. Naval Reservists who are selected under the Inactive Duty LDO/CWO Programs must have gaining command or theater commander revalidation of their assignment based on the commissioned grade. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated. In any case, they will receive permanent appointments in the Naval Reserve.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by PERS-91C. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Selectees must continue serving in the Ready Reserve until the appointment is tendered. Upon acceptance, each selectee must agree to remain in the Ready Reserve for a period of 3 years from the date of acceptance of appointment.

NOTE: As the first paragraph in Applicant's Personal Statement (page 2-14), member must sign and have the following statement witnessed by an E-7 or above): "I, (NAME)_____, if selected for appointment under the Naval Reserve LDO/CWO Program, do agree to accept such appointment, and further agree to remain in the ready reserve for a period of 3 years subsequent to acceptance of such appointment. I understand that, if selected for appointment to either the Naval Reserve LDO or CWO program, I will be honorably discharged from the Enlisted status for the convenience of the government and will be given a permanent appointment as an LDO or CWO. I, (NAME)_____, certify I have maintained satisfactory drill attendance while serving with a drilling unit of the Naval Reserve of at least 1 year as of 1 October (year in which application is made)."

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for an appointment (e.g., NJP, failure to meet satisfactory-medium or higher physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-801G immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

f. Appointments to LDO will be made in the grades as indicated:

(1) CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the Naval Reserve. CWOs selected for LDO with at least 4 years and 1 day of cumulative active duty service to include (ADSW/AT) will be appointed in the permanent grade of LTJG (02E).

(2) Enlisted personnel selected for LDO will be appointed in the permanent grade of ensign (01) in the Naval Reserve. Enlisted personnel selected for LDO with more than 4 years of active duty service will be appointed in the permanent grade of ensign (01E).

(3) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

g. Appointments to CWO will be made in the grades as indicated:

(1) Selectees will be appointed to permanent grade of CW02 in the Naval Reserve, except that inactive duty personnel in paygrade E-9, who have completed at least 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CW03. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

(2) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

(3) Canvasser Recruiters and members on active duty (ADSW or 1 year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

13. Information and Guidance for Active Duty and Inactive Duty Commanding officers. Upon receipt of an application the commanding officer will:

a. Appoint a panel of commissioned officers to interview the applicant and review applicant's qualifications for the program. Use the Interview's Appraisal Sheet (NAVCRUIT 1100/3) in Chapter 2.

b. Provide a recommendation using the Commanding Officer's Recommendation section of OPNAV 1420/1 form included in the Officer Programs Application ensuring the applicant meets all eligibility criteria. Identify and make recommendations in cases where waivers are required.

c. Commanding officer's recommendation should include information concerning the member's military and professional performance, degree and scope of technical competence and supervisory ability in present rating, potential to perform as a commissioned officer, and ability to accomplish officer technical management and specialist functions of the program(s) and category(ies) requested.

d. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be recommended for these programs. A candidate must receive a favorable endorsement from the commanding officer (unit CO for SELRES personnel) to be eligible to apply for these programs.

e. If a commanding officer feels an individual is not qualified for LDO/CWO, the package should not be forwarded. Individuals not receiving a favorable endorsement are to be

counseled on what they need to do to improve their records to ultimately receive a favorable endorsement.

f. If the applicant is transferred prior to submitting the application, a letter of recommendation from the applicant's last commanding officer will be forwarded to the new commanding officer for inclusion with the application when submitted.

g. Forward applications (in specified postal format below, all CAPS, no punctuation except a hyphen in the zip code) to:

Active duty: COMMANDER
 NAVY PERSONNEL COMMAND (PERS-801G)
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055-8010

Inactive duty: COMMANDER
 NAVY PERSONNEL COMMAND (PERS-91C)
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055-9200

14. Information and Guidance for Applicant Interviews

a. A panel consisting of three officers is required. Use the Interviewer's Appraisal Forms (NAVCROUT 1100/3) provided in Chapter 2, Officer Programs Application. Only the appraisal forms provided in Chapter 2 will be accepted.

b. Panel of three officers will conduct interviews. If this is not possible, interviews can be conducted separately. The senior member of the interview panel should be a lieutenant commander or above. The officer(s) conducting the interviews should be in paygrades 02E (02 for inactive duty)/CWO2 (with 2 years TIG) and above. Every effort will be made to ensure at least one board member is an LDO or CWO, of the appropriate grade. The interviewing board should, whenever possible, be composed of officers who are not in the applicant's command or at least not directly in the chain of command.

15. Medical Examination Information. A Farnsworth Lantern (FALANT) test must be administered to determine color vision for specific designators listed in paragraph 6k. Defective color vision is disqualifying for those designators. No waivers will be considered.

16. Administrative Information

a. Change of address. Applicants must notify NAVPERSCOM (PERS-801G), active duty programs, or (PERS-91C), inactive duty programs, in writing of any change in mailing address. Members

Enclosure (1)

must notify PERS-801G or PERS-91C if selected for another commissioning program or separated from the Navy.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection or acceptance of appointment. An applicant wishing to withdraw should notify NAVPERSCOM (PERS-801G for active duty or PERS-91C for inactive duty) of his/her desires by correspondence.

(2) A commanding officer shall immediately inform NAVPERSCOM (PERS-801G/PERS-91C, as appropriate), and the applicant, if they remove his/her LDO or CWO application from the selection board.

c. Advancement in Rating: Enlisted members selected for temporary or permanent officer or warrant appointments to be executed on dates after the convening dates of E-7 and E-8/E-9 selection boards are ineligible for further advancement by those boards unless formal, written declination is received by NAVPERSCOM (PERS-801G or PERS-91C) before the convening dates of the enlisted selection boards. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 723 of the Manual of Advancement (BUPERSINST 1430.16).

d. Selectees may not be discharged prior to normal expiration of enlistment and reenlistment, as prescribed by MILPERSMAN 1160-030 if their expiration of enlistment, including any extensions, is subsequent to the date of appointment.

e. Refer to OPNAVINST 1160.6A regarding eligibility for and payment of Selective Reenlistment Bonus in connection with appointment to LDO or CWO status.

f. Active duty selectees for LDO (Ensign) and CWO will be required to attend Officer Indoctrination School in Pensacola, FL. Attendance will normally occur enroute to the first duty station and normally not later than the end of the Fiscal Year of appointment/commission. Selectees to be assigned to the Department of Energy in Naval Reactors Representatives Offices are exempt from this requirement. Naval Reserve selectees for LDO (Ensign) and CWO are required to attend the Direct Commission Officer Course in Pensacola, FL.

17. Inquiries. Information and questions concerning the LDO/CWO Programs should be addressed to:

Active duty programs: COMMANDER
NAVY PERSONNEL COMMAND (PERS 801G)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8010
(901) 874-3170/DSN 882
Email: p801G@persnet.navy.mil

Inactive duty programs: COMMANDER
NAVY PERSONNEL COMMAND (PERS 91C)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-9200
(901) 874-4515/DSN 882
Email: p91C@persnet.navy.mil

18. List of Normal Path of Advancement for LDO/CWO

SURFACE/SUBMARINE

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
BM/QM/SM/ET (14NM) Note 1	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/CTT-EW/STG Note 7	OPERATIONS TECHNICIAN (712X)	OPERATIONS (612X)
IC/EN/MM/GS/EM	ENGINEERING TECHNICIAN (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML/HT/DC/MR	REPAIR TECH (714X)	N/A
ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE	SPECIAL WARFARE TECHNICIAN (715X)	SPECIAL WARFARE (615X)
FC/GMG/GMM/GM/MN/FT/ FTG/MT/TM/MM Note 2	ORDNANCE TECHNICIAN (716X/726X)	ORDNANCE (616X/626X)
ANY RATING QUALIFIED SPECIAL WARFARE AND WITH SNEC 535X	SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (717X)	N/A
ST/FTG/FC/FT/ET/ CTT-EW (NEC-17XX) Note 3,7	ELECTRONICS TECHNICIAN (718X/728X)	ELECTRONICS (618X/628X)
IT/ET (14CM) Note 4	COMMUNICATIONS TECHNICIAN (719X)	COMMUNICATIONS (619X/629X)
ANY RATING QUALIFIED AND DESIGNATED FIRST CLASS DIVER WITH NEC	DIVER (720X)	N/A

5342 OR NEC 5311		
------------------	--	--

AVIATION

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ABE/ABF/ABH/AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECHNICIAN (732X)	AVIATION OPERATIOINS (632X)
AD/AME/AM/PR/AS/AZ /AF	AVIATION MAINTENANCE TECHNICIAN (734X)	AVIATION MAINTENANCE (633X)
AO	AVIATION ORDNANCE TECHNICIAN (736X)	AVIATION ORDNANCE (636X)
AV/AT/AE	AVIATION ELECTRONICS TECHNICIAN (738X)	AVIONICS (638X)
AC	N/A	AIR TRAFFIC CONTROL (639X)

STAFF

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
DK/SH/SK/AK/MS/PC	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (651X)
MS	FOOD SERVICE WARRANT (SC) (752X)	N/A
BU/CE/CM/UT/UC/EA/EO SW/CU/EQ	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)
LN	N/A	LAW (655X)

GENERAL SERIES

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER TECHNICIAN (740X)	NUCLEAR POWER (640X)
YN/PN/NC/RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
IT/ET/IS Note 5	DATA PROCESSING TECHNICIAN (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT-EW/IS/EW NOTE 6,7	CRYPTOLOGIC TECHNICIAN (744X)	CRYPTOLOGY (644X)
IS	INTELLIGENCE TECHNICIAN (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/ OCEANOGRAPHY (646X)
PH/IS/JO	N/A	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD. CWO APPLICANTS MUST POSSESS NEC 5336 OR 5337. LDO APPLICANTS MUST POSSES NEC 5334, 5335, 5336 OR 5337	EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN (748X)	EXPLOSIVE ORDNANCE DISPOSAL (648X)
MA	SECURITY TECHNICIAN (749X)	SECURITY (649X)

Notes:

- 1 - ET (14NM) MUST HAVE QM TRAINING.
 - 2 - MM (4232 AND 4233)
 - 3 - ET(NM), ET (SM) AND ET (EM)
 - 4 - IT AND ET(14CM) MUST HAVE COMMUNICATIONS EXPERIENCE.
ET(14CM) MAY ONLY APPLY FOR 629X.
 - 5 - ET/IS MUST HAVE ADP MAINTENANCE/DATA BASE EXPERIENCE.
 - 6 - Only CT-EW/IS personnel may apply. After 1 October 2003,
delete references to the EW rating.
 - 7 - After 1 October 2003, delete references to the EW rating.
NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH
QUALIFIED.
- NO PATH INTO 643X DESIGNATOR UNDER THE INACTIVE DUTY LDO PROGRAM.